

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch
Children and Youth Wellness Section

Request for Proposals

RFP No. HTH 550-8
Community Awareness and Education
for Prevention of Violence Against
Women

August 31, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

August 31, 2005

REQUEST FOR PROPOSALS

**COMMUNITY AWARENESS AND EDUCATION FOR PREVENTION OF
VIOLENCE AGAINST WOMEN**

RFP No. HTH 550-8

The Department of Health, Family Health Services Division, Maternal and Child Health Branch (MCHB), Children and Youth Wellness Section (CYWS) is requesting proposals from qualified applicants to provide a community awareness and education project for prevention of violence against women. The contract term will be from January 15, 2006 through January 14, 2008. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United State Postal Service on or before October 25, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on October 25, 2005, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Family Health Services Division will conduct an orientation on September 19, 2005, from 1:30 pm to 3:30pm. HST, at VCC sites statewide. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on September 29, 2005. All written questions will receive a written response from the State on or about October 6, 2005.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Marlene Lee, at 741-A Sunset Avenue, Honolulu, Hawaii 96816, telephone: (808) 733-9028, fax: (808) 733-4055, e-mail: marlene.lee@fhds.health.state.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND 3 COPIES OF THE PROPOSAL ARE REQUIRED TO BE SUBMITTED:
--

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
October 25, 2005**

All Mail-ins

Department of Health
Maternal and Child Health Branch
741-A Sunset Avenue, Room 207
Honolulu, Hawaii 96816

DOH RFP COORDINATOR

Marlene Lee
For further info. or inquiries
Phone: 733-9028
Fax: 733-4055

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii Standard Time (HST) October 25, 2005.

Drop-off Site

Oahu:

Department of Health
Maternal and Child Health Branch
741-A Sunset Avenue, Room 207
Honolulu, Hawaii 96816

BE ADVISED: All mail-ins postmarked by USPS after **October 25, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **4:30 p.m., HST, October 25, 2005**.
Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **4:30 p.m., HST, October 25, 2005**.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Department of Health
Maternal and Child Health Branch
Children and Youth Wellness Section
741-A Sunset Avenue, Room 207, Honolulu, Hawaii 96816
Phone (808) 733-9028 Fax: (808) 733-4055**

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	<u>Aug. 31, 2005</u>
Distribution of RFP	<u>Aug. 31, 2005</u>
RFP orientation session	<u>Sep. 19, 2005</u>
Closing date for submission of written questions for written responses	<u>Sep. 29, 2005</u>
State purchasing agency's response to applicants' written questions	<u>Oct. 6, 2005</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Oct 2005</u>
Proposal submittal deadline	<u>Oct. 25, 2005</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Oct/Nov 2005</u>
Final revised proposals (optional)	<u>Oct/Nov 2005</u>
Proposal evaluation period	<u>Nov. 2005</u>
Provider selection	<u>Nov. 2005</u>
Notice of statement of findings and decision	<u>Nov. 2005</u>
Contract start date	<u>Jan. 15, 2006</u>

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	<u>September 19, 2005</u>	Time:	<u>1:30pm – 3:30 pm</u>
Location:	<u>VCC sites statewide</u>		
Oahu	Videoconference Center, Keoni Ana Building 1177 Alakea Street, Room 302, Honolulu, HI		
Hawaii	Videoconference Center, Hilo State Office Building 75 Aupuni Street, Basement		
Kauai	Videoconference Center, Lihue State Office Building 3060 Eiwa Street, Basement		
Maui	Videoconference Center, Wailuku Judiciary Building 2145 Main Street, First Floor		
Molokai	Videoconference Center, Na Pua Wai Kamehameha V Highway, Kaunakakai		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: September 29, 2005 **Time:** 4:30 pm HST

State agency responses to applicant written questions will be provided by:

Date: October 6, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected.

Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. **Submission of proposals by applicants through telefacsimile, electronic mail, and/or computer diskette is not permitted by the State Purchasing agency.**

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections

3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the

Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome Leinaala Fukino, M.D.	Name: Ann H. Kinningham
Title: Director of Health	Title: Procurement Officer
Mailing Address: P.O. Box 3378 Honolulu, Hawaii 96801	Mailing Address: P.O. Box 3378 Honolulu, Hawaii 96801
Business Address: 1250 Punchbowl Street Honolulu, Hawaii 96813	Business Address: 1250 Punchbowl Street Honolulu, Hawaii 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures

- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see Section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Maternal and Child Health Branch (MCHB) of the Hawaii State Department of Health (DOH) recognizes that violence against women is preventable, despite its prevalence and societal costs. Violence against women is a public health issue, as well as a human rights, victims' rights, and social justice issue.

To bring violence against women and girls to an end, it is necessary to change the social conditions that perpetuate it. MCHB desires to promote safety and security through collective consensus and public investment for women and girls.

The system for preventing violence against women must ensure that essential system-building processes are implemented at local and statewide levels. These key processes include:

- Building partnerships through coalitions, networking and coordination
- Evaluating programs and strategies
- Educating the public
- Promoting public awareness

B. Description of the goals of the service

To reduce and prevent violence against women and girls in Hawaii by:

1. Empowerment of women and girls, including but not limited to building positive attitudes and behaviors toward women and girls.
2. Involvement of men and boys in the prevention of violence against women.
3. Support for youth in developing healthy relationships.

Definition of Violence Against Women:

The following are five major components of violence against women (or violence and abuse against women):

- Physical violence
- Sexual violence
- Threats of physical and/or sexual violence
- Stalking
- Psychological/emotional abuse

(See Endnote 1)

Intimate Partner Violence

Intimate partner violence is a pattern of purposeful coercive behaviors that may include inflicted personal injury, psychological abuse, sexual assault, progressive social isolation, stalking, deprivation, intimidation, and threats. These behaviors are perpetrated by someone who is, was, or wishes to be involved in an intimate or dating relationship with an adult or adolescent victim and are aimed at establishing control of one partner over the other.

(Note: the term “Intimate Partner Violence” replaces the term “Domestic Violence”)

(See Endnote 2.)

Sexual Violence

The term “sexual violence” refers to the following:

- a completed or attempted (non-completed) sex act without the victim’s consent, or involving a victim who is unable to consent or refuse
- abusive sexual contact
- non-contact sexual abuse

(See Endnote 3.)

Endnotes:

1. MMWR (Morbidity and Mortality Weekly Reports), Oct. 27, 2000, Vol.49, p. 7.
2. *Family Violence Prevention Fund (1999). Preventing Domestic Violence: Clinical Guidelines on Routine Screening. San Francisco, CA: Family Violence Prevention Fund.*
3. "Sexual Violence Surveillance-Uniform Definitions and Recommended Data Elements," Centers for Disease Control and Prevention, 2002, p. 9

C. Description of the target population to be served

Youth ages 10-18 years and adult women and men

D. Geographic coverage of service

Statewide

E. Probable funding amounts, source, and period of availability

The DOH will make available three (3) awards up to \$75,000 each year for community-based initiatives to prevent violence against women for a two year period, from January 15, 2006 to January 14, 2008. Year Two grants will be awarded based on availability of funds, and contingent on Year One progress. The Domestic Violence Sexual Assault Special Fund is the source of funding.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

Not applicable

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

Not applicable

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (\leq 2 yrs) ☒ Multi-term ($>$ 2 yrs.)
Contract terms:

Initial tem of contract: January 15, 2006 to January 14, 2008 with the possibility of an additional 12 month extension.

Maximum length of contract: Three (3) years.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Marlene Lee
 Family Health Services Division
 Maternal and Child Health Branch
 741-A Sunset Avenue, Room 207
 Honolulu, Hawaii 96816
 Phone: 733-9028 Fax: 733-4055
 E-mail: marlene.lee@fhds.health.state.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Develop and implement a project that will reduce violence against women and girls. The proposal shall:

1. Provide a needs assessment with supporting data.
2. Define the target population.
3. Utilize evidence-based approaches, and/or promising practices.
4. Integrate the Ecological Model into the project design.
(See Section 5, *Attachment C*)

5. Describe how partnerships and coordination with community organizations and other Violence Against Women stakeholders will be achieved.
6. Address reduction of risk factors and increase of protective factors.
7. Assure cultural appropriateness.
8. Present approaches for sustainability of demonstration project.
9. Design an evaluation plan to measure progress toward desired outcomes.
10. Describe how the project can be integrated into a comprehensive approach to violence prevention.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- Supervisory staff shall have a minimum of a Master's degree or equivalent in related human services degree with two (2) years experience in related area of work.
- Project staff shall have a minimum of a Bachelor's degree in related human service area with two (2) years experience working with identified target population.
- Staff shall be knowledgeable and possess skills to work in this selected violence against women area.
- All training shall be documented in the training record for each employee.
- Any deviation from the above staffing requirement shall require approval by the Maternal and Child Health Branch (MCHB) and will be determined on a case-by-case basis according to stipulations set by MCHB.

2. Administrative

The awardee shall:

- Providers shall comply with Department of Health's Directive Number 04-01, dated May 3, 2004. (See Section 5,

Attachment E, related to Interpersonal Relationships Between Staff and Clients)

- Comply with all applicable policies and procedures of the DEPARTMENT.
- Acknowledge the DEPARTMENT and the Family Health Services Division as the awardee's program sponsor. This acknowledge shall appear on all printed materials for which the DEPARTMENT is a program sponsor.

3. Quality assurance and evaluation specifications

Evidence-based approaches websites:

- Youth Violence – Risk and Protective Factors
<http://www.safeyouth.org/scripts/facts/risk.asp>
- Prevention Institute: What Factors Increase the Risk of Being Involved in Violence?; and Tools – Spectrum of Prevention
<http://www.preventioninstitute.org/schoolviol4.html>

4. Output and performance/outcome measurements

MCHB will require the reporting of activities, outputs, indicators outcomes, and measurement tools which are defined in the Service Delivery section of the Purchase of Service (POS) Proposal Application. (See Section 5, *Attachment D*)

5. Experience

Pre/adolescent development, intimate partner violence, sexual violence, and community development experience preferred.

6. Coordination of services

Provider shall demonstrate the capability to coordinate services with other agencies and resources in the community focused on issues of violence against women, which includes intimate partner violence, sexual violence and youth development.

7. Reporting requirements for program and fiscal data

The provider shall submit to the DEPARTMENT quarterly and annual written reports on all activities of the program within 30 calendar days after the quarter and 60 days after the end of the year in the format

requested by the DEPARTMENT, documenting the organization's achievement towards the outcome measures.

Requests for payments shall be submitted monthly with an invoice and an expenditure report, which prescribes to the format set by the DEPARTMENT.

8. Pricing structure or pricing methodology to be used

Pricing structure based on Cost Reimbursement. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not Applicable

IV. Facilities

Facilities shall be adequate relative to the proposed services and must meet ADA requirements, as applicable.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

C. Quality Assurance

The applicant shall describe its own plans for quality assurance for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not currently available, describe plans to secure facilities. Also, describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall:

- Describe the underlying needs and conditions in the community that need to be addressed and available resources. Include information/supporting data about the current conditions of a targeted area/group. Describe the target population (groups to be reached).
- Describe goals, objectives, and desired outcomes to be accomplished.
- Describe the program activities, including who is responsible and what resources are needed. Explain ways to assure cultural appropriateness.
- Describe how research or models with evidenced-based approaches and/or promising practices support the proposed project design. Provide explanation of how the ecological model will be integrated into the proposed project design.
- Describe the method to identify risk and protective factors and how they will be addressed in the proposed project design.
- Describe the method to achieve and engage community partnerships including organizations and VAW stakeholders. Describe how this demonstration project can be integrated into a unified approach to link with other violence prevention areas.

- Describe a preliminary evaluation plan that will be used to measure progress toward desired outcomes. Identify activity, outputs, selected indicators, outcomes and measurement tools. (See Section 5, *Attachment D*)

Note: The MCHB will contract with an evaluator to provide technical assistance and consultation in the development and implementation of an evaluation model for the three contracts.

V. Financial

A. Pricing Structure Based on Cost Reimbursement

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification – Personnel – Salaries and Wages
SPO-H-206B	Budget Justification – Personnel: Payroll Taxes, Assessments, and Fringe Benefits
SPO-H-206C	Budget Justification – Travel-Inter-Island
SPO-H-206E	Budget Justification – Contractual Services-Administrative
SPO-H-206F	Budget Justification – Contractual Services-Subcontracts
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases

B. Other Financial Related Materials

Not Applicable

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (As applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

a. Necessary Skills

- Demonstrate skills, abilities, and knowledge relating to the delivery of the of the proposed services _____

b. Experience

- Provide a brief explanation of similar projects or service activities relevant to proposed services that were previously conducted _____

c. Quality Assurance

- Sufficiency of quality assurance plans for the proposed services, including methodology _____

d. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community _____

e. Facilities

- Adequacy of facilities relative to the proposed services _____

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

a Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. _____
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. _____

b. Project Organization

- **Supervision and Training:** Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. _____
- **Organization Chart:** Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. _____

3. Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Does the applicant describe the underlying needs, conditions, and resources in the community that need to be addressed; describe information and supporting data about the current conditions of the targeted area/group; and describe the target population (groups to be reached). _____
- Does the applicant describe goals, objectives, and desired outcomes to be accomplished. _____
- Does the applicant describe the program activities, including who is responsible and what resources are needed; and explain ways to assure cultural appropriateness _____
- Does the applicant describe how research or models including evidenced-based approaches and/or promising practices support the proposed project design; and provide explanation of how the ecological model will be integrated into the proposed project design. _____
- Does the applicant describe the method to identify risk and protective factors and how they will be addressed in the proposed project design. _____
- Does the applicant describe the method to achieve and engage community partnerships, including organizations and VAW stakeholders and describe how this project can be integrated into a unified approach to link with other violence prevention areas. _____
- Does the applicant describe a preliminary evaluation plan that will be used to measure progress toward desired outcomes and identify activity, outputs, selected indicators, outcomes and measurement tools. (See Section 5, Attachment D) _____

4. Financial (10 Points)

- Personnel costs are reasonable and comparable to positions in the community. _____
- Non-personnel costs are reasonable and adequately justified. _____
- The budget fully supports the scope of service and requirements of the Request for Proposal. _____

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Ecological Model
- D. Outcomes Worksheet
- E. Interpersonal Relationship Between Staff and Clients/Patients

Proposal Application Checklist

Applicant: _____

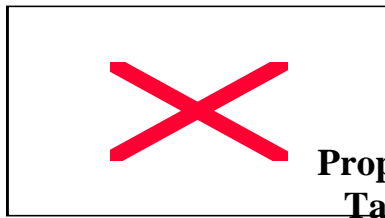
RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

Authorized Signature

Date



Organization: _____
RFP No: _____

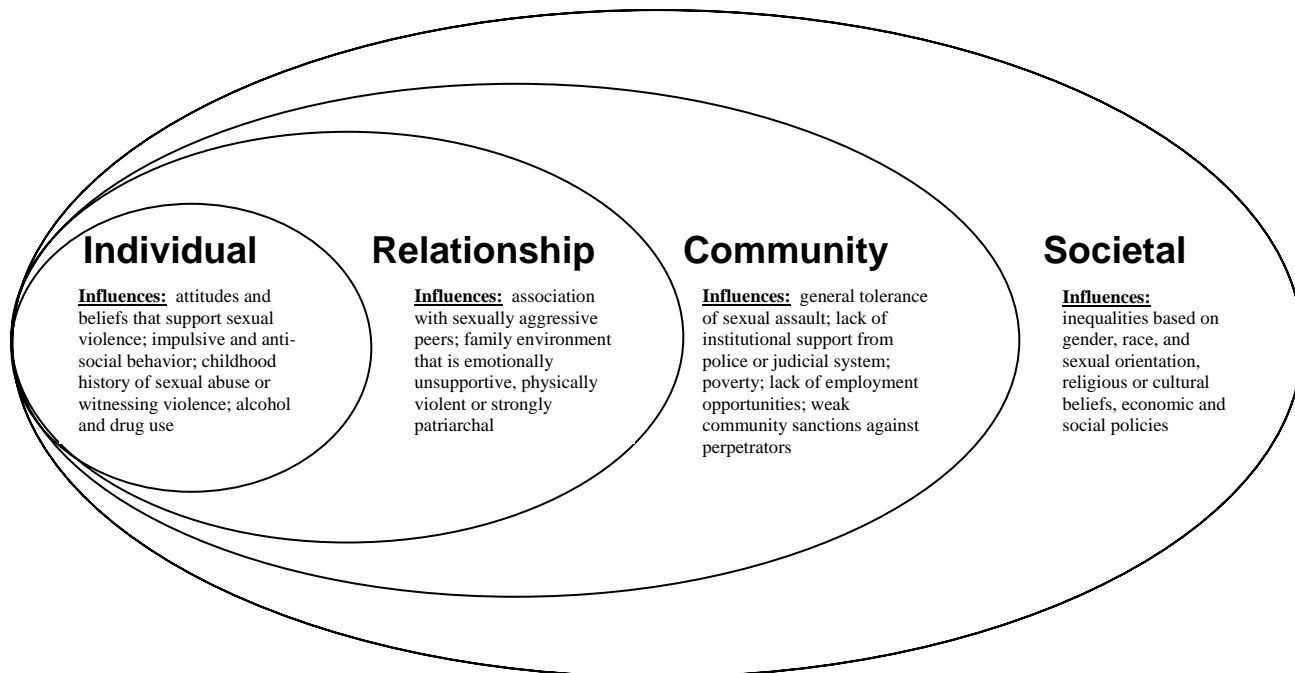
Proposal Application Table of Contents

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C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
1.	Proposed Staffing.....	7
2.	Staff Qualifications	9
B.	Project Organization	10
1.	Supervision and Training.....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal SPO-H-205 Proposal Budget SPO-H-206A Budget Justification - Personnel: Salaries & Wages SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits SPO-H-206C Budget Justification - Travel: Interisland SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart Program Organization-wide	
D.	Performance and Output Measurement Tables Table A Table B Table C	
E.	Program Specific Requirements	

Organization: _____
RFP No: _____

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Ecological Model



- **Individual level influences** are biological and personal history factors that increase the likelihood of an individual becoming a victim or perpetrator of violence. For example, factors such as alcohol and/or drug use; attitudes and beliefs supportive of sexual violence; impulsive and other anti-social tendencies; preference for impersonal sex; hostility towards women; childhood history of sexual abuse or witnessing family violence may influence an individual's behavior choices that lead to perpetration of sexual violence (Dahlberg et al., 2002). Interventions for individual-level influences are often designed to affect an individual's social and cognitive skills and behavior, and includes approaches such as counseling, therapy, and educational training sessions (Powell et al., 1999).
- **Interpersonal relationship level influences** are factors that increase risk as a result of relations with peers, intimate partners, and family members. A person's closest social circle – peers, partners and family members – have the potential to shape an individual's behavior and range of experience (Dahlberg et al., 2002). Interventions for interpersonal relationship level influences could include family therapy, bystander intervention skill development, and parenting training (Powell et al., 1999).
- **Community level influences** are factors that increase risk based on community and social environments in which an individual has experiences and relationships such as schools, workplaces, and neighborhoods. For example, lack of sexual harassment policies in the workplace can send a message that sexual harassment is tolerated, and there may be little or no consequences for those who harass others. Interventions for community level influences are typically designed to impact the climate, systems and policies in a given setting.
- **Societal level influences** are larger, macro-level factors that influence sexual violence such as gender inequality, religious or cultural belief systems, societal norms, and economic or social policies that create or sustain gaps and tensions between groups of people. For example, rape is more common in cultures that promote male sexual entitlement and support an ideology of male superiority (Dahlberg et al, 2002). Interventions for societal level influences typically involve collaborations of multiple partners to change laws and policies related to sexual violence or gender inequality. Another intervention would be to determine societal norms that accept violence and identify strategies for changing those norms (Powell et al, 1999).

Thus, the ecological model supports a comprehensive public health approach that not only addresses an individual's risk factors, but also the norms, beliefs, and social and economic systems that create the conditions for sexual violence to occur.

Ecological Model from "World Report on Violence and Health," World Health organization, 2002, as adapted by the Centers for Disease Control and Prevention (unpublished), May 2004.

CDC Internal Workgroup Members:

Margaret Brome
Janet Saul
Karen Lang
Rebecca Lee-Pethel
Neil Rainford
Jocelyn Wheaton

Acknowledgements:

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Karen Baker - National Sexual Violence Prevention Center
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Gail Burns-Smith - National Alliance to End Sexual Assault; CONNSACS
Larry Cohen - Prevention Institute
Linda Dahlberg - CDC
Rachel Davis - Prevention Institute
Marci Diamond - Massachusetts Department of Health
Alisa Klein – Stop It Now
Sally Laskey - National Sexual Violence Resource Center
Jim Mercy - CDC
Delilah Rumberg - Pennsylvania Coalition Against Rape
Wendy Siebold - Michigan State University
Nan Stein - Wellesley College Center for Research on Women
Gayle Stringer - Washington Coalition Against Sexual Assault Program

CDC Contact

CDC is interested in hearing from you about the information presented in this document. In particular, we'd like to know if the prevention concepts are clear and will be helpful to you when planning, implementing, and evaluating your RPE activities. If you have thoughts and ideas to share with CDC, please refer them to:

Margaret Brome
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State and Community Partnerships Section
CDC/NCIPC/PIDB
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FAX: 770 488-4349

Community Awareness and Education for Prevention of Violence Against Women

Outcomes Worksheet 2006-2007 (*SAMPLE ONLY*)

Agency: _____ Program Name: _____

ACTIVITY – Brief description of what the program is doing.	OUTPUTS – What is the product being produced?	INDICATORS – What is being measured to track the client's progress (must be measurable & time-limited)?	OUTCOMES - What is being measured to track the client's behavior, skill level or knowledge; systems change; societal attitude/cultural beliefs and social norms?	MEASUREMENT TOOLS – How are indicators being measured?
Identify and convene stakeholders in the community to assess needs related to violence prevention	At least 10 community members will meet to formulate needs in the first quarter.	3 community needs identified.	Commitment of members to formulate group to identify strategy to meet identified needs.	Evidence of community representation as demonstrated by: -Number in attendance -Participation in meetings.

Community Awareness and Education for Prevention of Violence Against Women

Outcomes Worksheet 2006-2007

Agency: _____ Program Name: _____

ACTIVITY – Brief description of what the program is doing.	OUTPUTS – What is the product being produced?	INDICATORS – What is being measured to track the client's progress (must be measurable & time-limited)?	OUTCOMES - What is being measured to track the client's behavior, skill level or knowledge; systems change; societal attitude/cultural beliefs and social norms?	MEASUREMENT TOOLS – How are indicators being measured?

Community Awareness and Education for Prevention of Violence Against Women

Outcomes Worksheet 2007-2008

Agency: _____ Program Name: _____

ACTIVITY – Brief description of what the program is doing.	OUTPUTS – What is the product being produced?	INDICATORS – What is being measured to track the client's progress (must be measurable & time-limited)?	OUTCOMES - What is being measured to track the client's behavior, skill level or knowledge; systems change; societal attitude/cultural beliefs and social norms?	MEASUREMENT TOOLS – How are indicators being measured?



STATE OF HAWAII
DEPARTMENT OF HEALTH

P. O. BOX 3378
HONOLULU, HI 96801-3378

In reply, please refer to:
File:

INTRA-DEPARTMENTAL DIRECTIVE 04-01
May 3, 2004 Page 1 of 5

TO: All Deputies, Division and Branch Chiefs, Staff Officers, District Health Officers, and Administrators of Attached Agencies

FROM: Chiyome Leinaala Fukino, M.D.
Director of Health

A handwritten signature in black ink, appearing to read "Chiyome", written over the printed name of the Director of Health.

SUBJECT: **INTERPERSONAL RELATIONSHIPS BETWEEN STAFF AND CLIENTS/PATIENTS**

04-1.1 **PURPOSE**

This directive provides the policy for the State of Hawaii, Department of Health on interpersonal relationships between staff and clients/patients.

04-1.2 **POLICY**

- A. Staff shall not use their professional position to exploit others for any reason.
- B. Staff shall avoid engaging in dual/multiple relationships with clients/patients or former clients/patients. When dual/multiple relationships are unavoidable, staff shall take steps ensure that the nature of the dual/multiple relationship shall neither harm nor exploit the client/patient.
- C. Sexual relationships with any client/patient or former client/patient are prohibited. Staff shall not have financial relationships with clients/patients or former clients/patients.

- D. Staff are prohibited from engaging in sexual relationships with clients/patients' relatives or other individuals with whom clients/patients maintain close personal relationships, or to whom clients/patients are reliant upon. Staff are required to set clear, appropriate and culturally sensitive boundaries.
- E. Staff shall neither initiate, assume, nor maintain a treatment relationship to individuals with whom they have had prior sexual relationships. Staff shall inform their supervisor if there have been past relationships with potential clients/patients and arrange to have the care of such patients/clients provided by another qualified staff person.
- F. Staff shall not engage in physical contact with clients/patients when there is a possibility of psychological harm to the clients/patients as a result of the contact (such as cradling or caressing clients/patients). In providing services, staff who are required to have physical contact with clients/patients are responsible for setting clear, appropriate and culturally sensitive boundaries that govern such physical contact.
- G. Staff who anticipate the potential for sexual relationships with former clients/patients shall consult in depth with their supervisors, exploring the various risks and concerns.

04-1.3

SCOPE

This directive applies to all Department of Health employees, including volunteers, who provide treatment and/or services and individuals or agencies that are contracted to provide treatment and/or services on behalf of the Department of Health.

04-1.4

DEFINITIONS

Clients/Patients:	Persons under observation, care, treatment, or receiving services.
Department:	Department of Health
Director:	Director of Health

Dual/multiple relationships:	When an employee has, or has had, more than one relationship with a patient or client, either presently or in the past. These may include professional, business, social, or personal relationships. Dual/multiple relationships can occur simultaneously or consecutively.
Staff:	Department employees, including volunteers, and individuals or agencies that are contracted to provide services on behalf of the Department.
Health:	Includes physical and mental health.
Providers:	Any persons, public or private vendors, agencies, or business concerns authorized by the department to provide health care, services, or activities.
Services:	Appropriate assistance provided to a person with a medical illness, developmental disability, mental illness, substance abuse or dependency disorder, or mental retardation. These services include, but are not restricted to assessment, case management, care coordination, treatment, training, vocational support, testing, day treatment, dental treatment, residential treatment, hospital treatment, developmental support, respite care, domestic assistance, attendant care, habilitation, rehabilitation, speech therapy, physical therapy, occupational therapy, nursing counseling, family therapy or counseling, interpretation, transportation, psychotherapy, and counseling to the person and/or to the person's family, guardian or other appropriate representative.
Treatment:	The broad range of services and care, including diagnostic valuation, medical, psychiatric, psychological, and social service care, vocational rehabilitation, career counseling, and other special services which may be extended to a person in need or with a disabling condition.

04-1.5

RESPONSIBILITIES

- A. **Director:** Insure this policy is maintained, interpreted, updated, and communicated to all program managers.
- B. **Deputy Directors:** Insure this policy is communicated to, understood and implemented by program managers within their administrations, and insure needed revisions of this policy are communicated to the Director.
- C. **Program Managers:**
 - (1) Insure this policy is communicated to and understood by all vendors, providers, or contractors, and insert a reference to this policy in appropriate contracts.
 - (2) Insure this policy is enforced.
 - (3) Investigate alleged or reported infractions of this policy and take corrective actions as may be indicated.
 - (4) Recommend needed changes to this policy to their Deputy Directors.
- D. **Employees:** Comply with this policy and report alleged infractions of this policy to their supervisors or superiors.
- E. **Providers:** Insure this policy is communicated, understood, and implemented.

04-1.6

PROVISO

If there is a conflict between this policy and a collective bargaining agreement, the collective bargaining agreement shall prevail.

04-1.7

REFERENCES

- A. Discrimination in Public Accommodations, Chapter 489, Hawaii Revised Statutes, as amended.
- B. Fair treatment, Section 84-13, Hawaii Revised Statutes, as amended.
- C. Rights of persons with developmental or mental retardation, Section 333F-8, Hawaii Revised Statutes, as amended.
- D. Rights of recipients of mental health services, Chapter 334E, Hawaii Revised Statutes, as amended.
- E. Sex Discrimination, Title 12, Chapter 46, Subchapter 4, Hawaii Administrative Rules, as amended.
- F. Disability Discrimination, Chapter 46, Subchapter 9, Hawaii Administrative Rules.

This document should be placed in the Personnel Manual of Policies and Procedures under Section 11, SUBJECT: EMPLOYEE RELATIONS.